

# Kentucky Wesleyan College

## Policy & Procedure Manual

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### **MISSING STUDENT POLICY**

**Approval:** Vice President for Student Services

**Policy Type:** College

**Policy Owner:** Vice President for Student Services

**Responsible Office:** Student Life

#### **Revision History**

**Approval Date:** August 5, 2015

**Modified:**

**Next Review:** June 2018

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#### **1. Purpose**

- 1.1. In compliance with the Missing Student Procedures set forth in 20 USC 1092(j) (Section 488 of the Higher Education Opportunity Act of 2008), the purpose of this policy is to establish a policy and procedures for the College's response to reports of missing students who reside in on-campus housing.

#### **2. Scope**

- 2.1. This policy applies to students who reside in on-campus housing.

#### **3. Policy**

- 3.1. A Kentucky Wesleyan College residential student is "determined to be missing" when a missing person report investigation concludes that the student has been absent from the College for a period of 24 hours or longer without any known reason.
- 3.2. Reports of a student residing in on-campus housing being missing for more than 24 hours should be made to the Vice President of Student Services & Dean of Students, or his or her designee. Any missing student report must be referred immediately to the Owensboro Police Department.
- 3.3. In order to avoid any jurisdictional conflicts, when a commuter student is believed to be missing, the reporting person should immediately notify local law enforcement authorities. The Student Life Department will assist external authorities with the investigations as requested.
- 3.4. Each student who resides in an on-campus student housing facility has the option to identify and register an individual to be contacted by the Vice President of Student Services & Dean of Students, or a designee, not later than 24 hours after the time that the student is determined to be missing in accordance with the official notification procedures set forth below. This designation

will remain in effect until changed or revoked by the student. The identity of the contact person designated by the student is confidential and will be available only to the Vice President of Student Life & Dean of Students, the Assistant Dean of Students, the Vice President of Finance, the Vice President of Academic Affairs, and law enforcement officers in furtherance of a missing person investigation.

- 3.5. Each student over the age of 18 may opt out of the Missing Student Policy and not designate an emergency contact person, as per the Missing Student Procedures 20 USC 1092 (j) (Section 488 of the Higher Education Opportunity Act of 2008), through signing a waiver on the Missing Student Information Form.
- 3.6. If a missing student is under 18 years of age, and not an emancipated individual, the College is required to notify a custodial parent or guardian of the missing student not later than 24 hours after the determination, in accordance with this policy, that the student is missing.
- 3.7. Upon notification by the Owensboro Police Department that a student has been determined to be missing for more than 24 hours, the College will initiate emergency contact procedures in accordance with the student's designation .

#### **4. Procedures**

##### 4.1. Notification

- 4.1.1. Any report of a missing student should immediately be reported to the Vice President of Student Services & Dean of Students, or his or her designee, who will then immediately make a missing person report to the Owensboro Police Department to initiate an investigation to determine the validity of the report.
- 4.1.2. If, upon investigation, it is determined by the Owensboro Police Department that the student is missing, the Vice President of Student Life & Dean of Students, or his or her designee, shall, within 24 hours, notify the individual designated by the missing student as the emergency contact.
- 4.1.3. If the student who has been determined to be missing is under the age of 18 and not an emancipated individual, the Vice President of Student Life & Dean of Students, or his or her designee, shall notify the student's custodial parent or guardian within 24 hours of the determination that the student is missing.
- 4.1.4. The Vice President of Student Life & Dean of Students, or his or her designee, shall assist law enforcement agencies in furtherance of the missing person investigation and shall initiate whatever action is deemed appropriate under the circumstances and in the best interest of the missing student.

##### 4.2 Student Contact Information

- 4.2.1. Students residing on campus shall be given an opportunity to identify and register a confidential contact person to be notified in the event the student is determined to be missing. This information shall be registered on the Missing Student Information Form which shall be completed along with the student's contract and room condition report.

- 4.2.2. The Missing Student Information Form must be completed at the beginning of each Fall semester. It is the responsibility of the student to update any changes to contact information.
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**KENTUCKY WESLEYAN COLLEGE  
MISSING STUDENT INFORMATION FORM**

In compliance with KWC's Missing Student Policy and the Missing Student Procedures set forth in 20 USC 1092(j) (Section 488 of the Higher Education Opportunity Act of 2008), it is the policy of KWC to investigate any report of a missing student who resides in on-campus housing.

Each student living in on-campus housing has the option to identify an individual to be contacted by the College and register confidential contact information in the event that the student is determined to be missing for a period of more than 24 hours. Only the Vice President of Student Life & Dean of Students, the Assistant Dean of Students, the Vice President of Finance, the Vice President of Academic Affairs, and law enforcement officers in furtherance of a missing person investigation shall have access to this information.

**If you are under 18 years of age and not an emancipated individual, you must complete this form, and your emergency contact must be a custodial parent or guardian. Upon reaching the age of 18, you may complete a new form.**

Student's Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Campus Housing Assignment: \_\_\_\_\_

**In Case of Emergency**

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_

## ACKNOWLEDGEMENT

\_\_\_\_\_ I acknowledge that I have read the Missing Student Policy and understand that the individual listed above will be contacted, along with the appropriate local law enforcement agencies, not later than 24 hours after the determination has been made that I am missing.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_ I acknowledge that I have read the Missing Student Policy, that I am at least 18 years of age or an emancipated individual, and I do not wish to identify an emergency contact person in accordance with the Missing Student Policy. I understand that if I am determined to be missing pursuant to the terms of the policy, an authorized College official will notify the appropriate local law enforcement agencies not later than 24 hours after the determination has been made that I am missing.

\_\_\_\_\_  
Signature Name of Student

\_\_\_\_\_  
Date